

§ 19.4

§ 19.4 Contents of request.

The formal written request shall be in the form of a letter or memorandum to an appropriate official of the financial institution from which financial records are requested. The request shall be signed by an issuing official of the requesting Departmental unit, as specified in §19.3(c). It shall set forth that official's name, title, business address and business phone number. The request shall also contain the following:

(a) The identity of the customer or customers to whom the records pertain;

(b) A reasonable description of the records sought;

(c) Any other information that the issuing official deems appropriate, e.g., the date on which the requesting Departmental unit expects to present a certificate of compliance with the applicable provisions of the Act, the name and title of the individual to whom disclosure is to be made, etc.

(d) In cases where customer notice is delayed by a court order, a copy of the court order shall be attached to the formal written request.

§ 19.5 Certification.

Prior to obtaining the requested records pursuant to a formal written request, a senior official designated by the head of the requesting Departmental unit shall certify in writing to the financial institution that the Departmental unit has complied with the applicable provisions of the Act.

PART 20—FEDERAL CLAIMS COLLECTION

Subpart A—Disclosure of Information to Credit Reporting Agencies

Sec.

- 20.1 Purpose and scope.
- 20.2 Definitions.
- 20.3 Agency responsibilities.
- 20.4 Determination of delinquency; notice.
- 20.5 Examination of records relating to the claim; opportunity for full explanation of the claim.
- 20.6 Opportunity for repayment.
- 20.7 Review of the obligation.
- 20.8 Disclosure to credit reporting agencies.
- 20.9 Waiver of credit reporting.

29 CFR Subtitle A (7–1–05 Edition)

- 20.10 Responsibilities of the Chief Financial Officer.

Subpart B—Administrative Offset

- 20.19 Purpose and scope.
- 20.20 Definitions.
- 20.21 Agency responsibilities.
- 20.22 Notifications.
- 20.23 Examination of records relating to the claim; opportunity for full explanation of the claim.
- 20.24 Opportunity for repayment.
- 20.25 Review of the obligation.
- 20.26 Request for waiver or administrative review.
- 20.27 Cooperation with other DOL agencies and Federal agencies.
- 20.28 DOL agency as organization holding funds of the debtor.
- 20.29 Notice of offset.
- 20.30 Multiple debts.
- 20.31 Administrative offset against amounts payable from civil service retirement and disability fund.
- 20.32 Liquidation of collateral.
- 20.33 Collection in installments.
- 20.34 Exclusions.
- 20.35 Additional administrative collection action.
- 20.36 Prior provision of rights with request to debt.
- 20.37 Responsibilities of the Chief Financial Officer.

Subpart C—Interest, Penalties and Administrative Costs

- 20.50 Purpose and scope.
- 20.51 Exemptions.
- 20.52 Definitions.
- 20.53 Agency responsibilities.
- 20.54 Notification of charges.
- 20.55 Second and subsequent notifications.
- 20.56 Delivery of notices.
- 20.57 Accrual of interest.
- 20.58 Rate of interest.
- 20.59 Assessment of administrative costs.
- 20.60 Application of partial payments to amounts owed.
- 20.61 Waiver.
- 20.62 Responsibilities of the Chief Financial Officer.

Subpart D—Salary Offset

- 20.74 Purpose.
- 20.75 Scope.
- 20.76 Definitions.
- 20.77 Agency responsibilities.
- 20.78 Notifications.
- 20.79 Examination of records relating to the claim; opportunity for full explanation of the claim.
- 20.80 Opportunity for repayment.
- 20.81 Review of the obligation.
- 20.82 Cooperation with other DOL agencies and Federal agencies.